

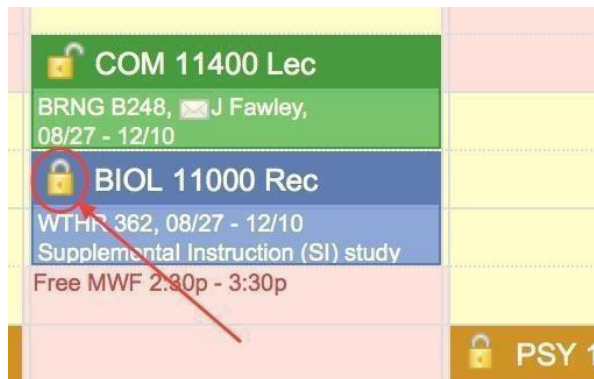
College of Science – Student Registration Tips

1. Go to MyPurdue and enter your Login and Password using your [BoilerKey](#).
2. Click on *Registration* in the menu.
3. Click on *Use Scheduling Assistant* for registration, adding or dropping classes, or grade mode/credit hour changes.
4. When Scheduling Assistant opens it should default to the text view of your official semester schedule. This may be verified by looking in the upper right corner at the semester. You may also be prompted to choose the term and enter your registration pin.

For Complete instructions, please see the [Scheduling Assistant Manual](#).

5. If you wish to make changes to your semester schedule, first decide if there are any classes you want to keep at the current time. Any such classes should be locked. This can be done on the *List of Classes* tab by clicking the *Lock* checkbox next to a class. If you do not lock any classes, your entire schedule could change and you risk losing classes you currently have in your schedule.

You may also lock your classes in the *time grid view*.



UNITIME

List of Classes | Time Grid

Lock	Subject	Course	Time
<input type="checkbox"/>	BIOL	11000	Le
<input checked="" type="checkbox"/>			Re
<input type="checkbox"/>			La
<input type="checkbox"/>	COM	11400	Le
<input type="checkbox"/>			Le
<input type="checkbox"/>			Le
<input checked="" type="checkbox"/>	PSY	12000	Le
<input type="checkbox"/>	HIST	15100	Le
<input type="checkbox"/>			Re
<input type="checkbox"/>	Free	Time	
<input type="checkbox"/>	Free	Time	
<input type="checkbox"/>	Free	Time	

6. You may now click on a class time you wish to change and Scheduling Assistant will list suggestions for changes that can be made to move the class. This list may contain suggestions that shuffle one or more classes in addition to the individual class that was selected. If you do not like any of the suggestions you may just click outside the window and no changes will be made to your schedule. If you like one of the suggestions, you may click on it and the schedule view will be updated to reflect the change. **NOTE:** This is not finalized until you do the last step below. If you update your schedule here and wish to revert to your original schedule again, click on *Current Registration*.

Alternatives for BIOL 11000 Rec 12082-021

Filter: Class being moved is in blue. Original Time -> New Time Search Dates did not change. Original Dates -> New Dates

8.	BIOL 11000	Rec 12103-042	W 1:30p - 2:20p	→ F 12:30p - 1:20p	08/27 - 12/10	→ 08/29 - 12/12	WTHR 362	→ WTHR 360	T S Lawrence 69534-731
	COM 11400	Lec 69534-731	M 12:30p - 1:20p	→ T 9:30a - 10:20a	05/25 - 12/08	→ 08/26 - 12/09	BRNG B248	→ BRNG B238	T S Lawrence
		Lec 69534-731	W 12:30p - 1:20p	→ W 9:30a - 10:20a	08/27 - 12/10		BRNG B248	→ BRNG B238	T S Lawrence 69534-731
		Lec 69534-731	F 12:30p - 1:20p	→ F 9:30a - 10:20a	08/29 - 12/12		BRNG B248	→ BRNG B238	T S Lawrence 69534-731
9.	BIOL 11000	Rec 12075-014	W 1:30p - 2:20p	→ W 7:30a - 8:20a	08/27 - 12/10		WTHR 362	→ WTHR 360	
	Free Time		MWF 7:30a - 8:30a						Original Room -> New Room
10.	BIOL 11000	Rec 12083-022	W 1:30p - 2:20p	→ W 2:30p - 3:20p	08/27 - 12/10		WTHR 362	→ WTHR 360	
	Free Time		MWF 2:30p - 3:30p						
11.	BIOL 11000	Rec 12092-031	W 1:30p - 2:20p	→ R 12:30p - 1:20p	08/27 - 12/10	→ 08/28 - 12/11	WTHR 362	→ WTHR 360	
	Free Time		TR 12:00p - 1:00p						
12.	BIOL 11000	Rec 12082-002	TR 8:30a - 9:20a	→ TR 12:30p - 1:20p	08/26 - 12/11		LILY 1105		D H Bos
		Rec 12088-027	W 1:30p - 2:20p	→ R 8:30a - 9:20a	08/27 - 12/10	→ 08/28 - 12/11	WTHR 362	→ WTHR 360	
	Free Time		TR 12:00p - 1:00p						
13.	BIOL 11000	Rec 12073-012	W 1:30p - 2:20p	→ T 3:30p - 4:20p	08/27 - 12/10	→ 08/26 - 12/09	WTHR 362	→ WTHR 360	
	PSY 12000	Lec 27704-001	TR 3:00p - 4:15p		08/26 - 12/11		EE 129		J E Vanarsdall
14.	BIOL 11000	Rec 12095-034	W 1:30p - 2:20p	→ R 3:30p - 4:20p	08/27 - 12/10	→ 08/28 - 12/11	WTHR 362	→ WTHR 360	

Classes being removed from schedule are in red. A suggestion for a move

If you mouse over a suggestion a pop-up of the schedule grid showing the complete schedule with the change will be displayed.

Once you have made any changes you want, click on the text view tab. The added classes have a plus icon (+) in the last column. The unchanged classes have a check icon (✓) in the last column. The removed classes are in greyed italic font and have a red 'X' icon (✗) in the last column.

7. Please remember to click *Submit Schedule* to update your registration in MyPurdue.

Checking Space in a course & Add

1. Please note that the option to change times for a course/section only appears if the course/section as space. To see the full list of classes, you must perform a search for the class. You may also add/drop classes by this process also. Start with clicking the *Course requests* button. This will take you to a form that is almost identical to the Course Requests form used during preregistration. Here you may add a new course, drop a current course, or perform a search.
2. Click on the *magnifying glass* to perform a search. If the course/section is full, then it will appear grayed out.
3. Click the *checkbox* and then *select* to add the request to the form above. When you have completed your search/add/drop, then click *Build Schedule* on the lower left. [How to check prerequisites.](#)
4. This will return you to the text view of your schedule. If all courses appear with nothing in red, then remember to click *Submit* to make your schedule official. Please verify your revised schedule in [MyPurdue](#) > Academic Tab > Week-at-a-Glance.
5. If you need space in a CS class, [please request an override](#). Once [your override is approved](#), you must still submit your schedule.

